

### **Committee of Adjustment Application to Planning Department**

#### **Complete Application**

A complete Committee of Adjustment application consists of the following:

- 1. A properly completed and signed application form (signature must on original version);
- 2. Supporting information adequate to illustrate your proposal as listed in **Section H** of this application form (plans are required in paper copy and digital PDF format);
- 3. Written authorization from all registered owners of the subject lands where the applicant is not the owner as per Section N; and,
- 4. Cash, debit or cheque payable to Norfolk County in the amount set out in the Norfolk County User Fees By-Law.
- 5. The completed application and fees are to be mailed to the attention of **Secretary Treasurer Committee of Adjustment**: 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6 or email your application <a href="mailto:committee.of.adjustment@norfolkcounty.ca">committee.of.adjustment@norfolkcounty.ca</a>. Make sure submissions are clearly labelled including address, name, and application type. Failure to do so may impact the timing of your application.

The above listed items are required to ensure that your application is given full consideration. An incomplete or improperly prepared application will not be accepted and may result in delays during the processing of the application. This application must be typed or printed in ink and completed in full.

Please review all of the important information summarised below.

#### **Before your Application is Submitted**

A pre-consultation meeting is not usually required for Committee of Adjustment applications; however, discussion with Planning Department staff prior to the submission of an application is **strongly encouraged**. The purpose of communicating with a planner **before** you submit your application is: to review your proposal / application, to discuss potential issues; and to determine the required supporting information and materials to be submitted with your application before it can be considered complete by staff. You might find it helpful to retain the services of an independent professional (such as a registered professional planner) to help you with your application. Information about the Official Plan and Zoning By-law can be found on the County website: <a href="https://www.norfolkcounty.ca/planning">www.norfolkcounty.ca/planning</a>

#### After Your Application is Submitted

Once your payment has been received and the application submitted, in order for your application to be deemed complete all of the components noted above are required.



Incomplete applications will be identified and returned to the applicant. The *Planning Act* permits up to 30 days to review and deem an application complete.

Once your application has been deemed complete by the Planning Department, it is then circulated to public agencies and County departments for review and comment. A sign is also provided that is required to be posted on the subject lands that summarizes the application and identifies the committee meeting date. The comments received from members of the community will be included in the planning report and will inform any recommendations in relation to the application.

If the subject lands are located in an area that is regulated by either the Long Point Region Conservation Authority or by the Grand River Conservation Authority an additional fee will be required if review by the applicable agency is deemed necessary. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted.

**Additional studies** required as part of the complete application shall be at the sole expense of the applicant. In some instances peer reviews may be necessary to review particular studies and that the cost shall be at the expense of the applicant. The company to complete the peer review shall be selected by the County.

If the application is withdrawn prior to the circulation to commenting agencies, the entire original fee will be refunded. If withdrawn after the circulation to agencies, half the original fee will be refunded. No refund is available after the public meeting and/or approval of application.

#### **Notification Sign Requirements**

Planning Department staff may post a notification sign on your property in advance of the public meeting on your behalf. Please keep this sign posted until you have received a notice in the mail indicating that the Secretary Treasurer received no appeals. However, it is the applicant's responsibly to ensure that the sign is correctly posted within the statutory timeframes, according to the *Planning Act*. Failure to post a sign in advance of the public meeting in accordance with statutory requirements will impact the timing of your application at the Committee of Adjustment meeting. Applicants are responsible for removal of the sign following the appeal period. The signs are recyclable and can be placed in your blue box.

#### **Contact Us**

For additional information or assistance in completing this application, please contact a planner at 519-426-5870 ext. 1842 or Committee.of.Adjustment@NorfolkCounty.ca



For Office Use Only: File Number Related File Number Pre-consultation Meeting Application Submitted Complete Application	Application Fee  Conservation Authority Fee  Well & Septic Info Provided  Planner  Public Notice Sign			
Check the type of plan	ning application(s) you are submitting.			
□ Consent/Severance/	Boundary Adjustment			
•	ng Severance and Zoning By-law Amendment			
Minor Variance	A.L.			
☐ Easement/Right-of-V	vay			
Property Assessment I	Roll Number: 3310543060135000000			
A. Applicant Informati	on			
Name of Owner  Janet Salter, Michael Philip Salter				
It is the responsibility of ownership within 30 days	the owner or applicant to notify the planner of any changes in s of such a change.			
Address	193 Bridport Street			
Town and Postal Code	London, N6A 2A9			
Phone Number	519-645-1220			
Cell Number	519-636-4519 Mike and 519-851-6587 Janet			
Email	salter07@yahoo.ca			
Name of Applicant Janet Salter, Michael Philip Salter				
Address	193 Bridport Street			
Town and Postal Code	London, N6A 2A9			
Phone Number	519-645-1220			
Cell Number	519-636-4519 Mike and 519-851-6587 Janet			
Email	salter07@yahoo.ca			



Na	ame of Agent	George Sinden			
Ac	ldress	91 Dufferin Street Aylmer and N5H 2L9			
Тс	own and Postal Code				
Ph	none Number	519 521 7068			
Сє	ell Number	519 773 9835			
Er	nail	georgeasinden@gmai	l.com		
all	, ,	notices in respect of	should be sent. Unless otherwise directed, this application will be forwarded to the		
	Owner	Agent	☐ Applicant		
en B.	Location, Legal De		perty Information		
1.		egal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):			
	SWAL PLAN 429 Lot. 11	8. 0. 17AC 57.00FR 13	1.95D		
	Municipal Civic Addre	ess: 25 Teal Avenue,	Port Rowan		
	Present Official Plan	Designation(s):	50.000 S00		
	Present Zoning: RR-F	Resort Residential [1-Z-2	2014]		
2.	Is there a special prov	vision or site specific	c zone on the subject lands?		
	☐ Yes ■ No If yes Not that we are aware of	•			
3.	Present use of the su Single family housing dw				



:	whether they are to be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:  Retained 1 storey dwelling with single car attached garage. Attached to dwelling is covered wooden deck in the rear of building with stairs exiting the deck. Around seawall is a wood deck in the rear of the property.
ı	If an addition to an existing building is being proposed, please explain what it will be used for (for example a bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.  Proposed is a rear deck off of existing deck and along the backside of dwelling accessed by existing patio doors
[ [	Please describe all proposed buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:  Rear wooden deck
i	Are any existing buildings on the subject lands designated under the <i>Ontario</i> Heritage Act as being architecturally and/or historically significant? Yes □ No ■  If yes, identify and provide details of the building:
8.	If known, the length of time the existing uses have continued on the subject lands:
9. 1	Existing use of abutting properties:  Single family housing dwellings
	Are there any easements or restrictive covenants affecting the subject lands?  ☐ Yes ☐ No If yes, describe the easement or restrictive covenant and its effect:  Not that we are aware of



# C. Purpose of Development Application

Note: Please complete all that apply. Failure to complete this section will result in an incomplete application.

1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage	17.3				
Lot depth	40.2				
Lot width	17.4				
Lot area	698,9				
Lot coverage	698.9				
Front yard	14.75			1 · · · · · · · · · · · · · · · · · · ·	
Rear yard	15.82				
Height	5.2			10	
Left Interior side yard	2.01				
Right Interior side yard	1.54 2.78				
Exterior side yard (corner lot)					
Parking Spaces (number)	3				
Aisle width					
Stall size					
Loading Spaces					
Other					



•	why it is not possible to comply with the provision(s) of the Zoning			
By-law:	prior to recent zone changes			
Dwelling was built	phor to recent zone changes			
Consent/Severa severed in metric	ance/Boundary Adjustment: Description of land intended to be			
Frontage:	same			
Depth:				
Width:				
Lot Area:				
Present Use:				
Proposed Use:				
•	ot size (if boundary adjustment):			
If a boundary adjustment, identify the assessment roll number and property owner o				
the lands to which the parcel will be added:				
the latitud to with	and parter will be added.			
-				
Description of la	nd intended to be retained in metric units:			
Frontage:	same			
Depth:				
Width:				
Lot Area:				
Present Use:				
Proposed Use:				
Buildings on reta	ained land:			
3				
units:	t-of-Way: Description of proposed right-of-way/easement in metric			
Frontage:				
Depth:				



	Width:	
	Area:	
	Proposed Use:	
5.	•	welling Severances Only: List all properties in Norfolk County, and farmed by the applicant and involved in the farm operation
O۷	vners Name:	
Ro	oll Number:	
То	tal Acreage:	
W	orkable Acreage:	The second secon
Ex	isting Farm Type:	(for example: corn, orchard, livestock)
Dv	velling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	ate of Land Purcha	se:
Ov	vners Name:	
Rc	oll Number:	
То	tal Acreage:	
W	orkable Acreage:	
Ex	isting Farm Type:	(for example: corn, orchard, livestock)
Dv	velling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	ite of Land Purcha	se:
Ov	vners Name:	
Ro	oll Number:	
То	tal Acreage:	
W	orkable Acreage:	
		(for example: corn, orchard, livestock)
D٧	velling Present?:	☐ Yes ☐ No If yes, year dwelling built
Da	ite of Land Purcha	se:



Owners Name:
Roll Number:
Total Acreage:
Workable Acreage:
Existing Farm Type: (for example: corn, orchard, livestock)
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built
Date of Land Purchase:
O Name
Owners Name:
Roll Number:
Total Acreage:
Workable Acreage:
Existing Farm Type: (for example: corn, orchard, livestock)
Dwelling Present?: ☐ Yes ☐ No If yes, year dwelling built
Date of Land Purchase:
Note: If additional space is needed please attach a separate sheet.
D. All Applications: Previous Use of the Property
1. Has there been an industrial or commercial use on the subject lands or adjacent lands? ☐ Yes ☐ No ☐ Unknown
If yes, specify the uses (for example: gas station, or petroleum storage):
<ol> <li>Is there reason to believe the subject lands may have been contaminated by form uses on the site or adjacent sites? ☐ Yes ☐ No  ☐ Unknown</li> </ol>
3. Provide the information you used to determine the answers to the above question



4.	If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? $\square$ Yes $\square$ No				
E.	All Applications: Provincial Policy				
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? □ No				
	If no, please explain:				
2.	It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? $\square$ Yes $\square$ No				
	If no, please explain:				
3.	Have the subject lands been screened to ensure that development or site alteration				
	will not have any impact on source water protection? ☐ Yes ☐ No				
	If no, please explain:				
	Note that the second of the se				
	Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.				



4.	All Applications: Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.				
	Livestock facility or stockyard (submit MDS Calculation with application)				
	☐ On the subject lands or ☐ within 500 meters – distance				
	Wooded area  ☐ On the subject lands or ☐ within 500 meters – distance				
	Municipal Landfill  ☐ On the subject lands or ☐ within 500 meters – distance				
	Sewage treatment plant or waste stabilization plant  ☐ On the subject lands or ☐ within 500 meters – distance				
	Provincially significant wetland (class 1, 2 or 3) or other environmental feature  ☐ On the subject lands or ☐ within 500 meters – distance				
	Floodplain ☐ On the subject lands or ☐ within 500 meters – distance				
	Rehabilitated mine site  ☐ On the subject lands or ☐ within 500 meters – distance				
	Non-operating mine site within one kilometre  ☐ On the subject lands or ☐ within 500 meters – distance				
	Active mine site within one kilometre  ☐ On the subject lands or ☐ within 500 meters – distance				
	Industrial or commercial use (specify the use(s))  ☐ On the subject lands or ☐ within 500 meters – distance				
	Active railway line  ☐ On the subject lands or ☐ within 500 meters – distance				
	Seasonal wetness of lands  ☐ On the subject lands or ☐ within 500 meters – distance				
	Erosion  ☐ On the subject lands or ☐ within 500 meters – distance				
	Abandoned gas wells  ☐ On the subject lands or ☐ within 500 meters – distance				



# F. All Applications: Servicing and Access 1. Indicate what services are available or proposed: Water Supply Municipal piped water ☐ Communal wells Individual wells ☐ Other (describe below) Sewage Treatment □ Communal system Municipal sewers Septic tank and tile bed in good working order Other (describe below) Storm Drainage Open ditches Storm sewers ☐ Other (describe below) 2. Existing or proposed access to subject lands: Municipal road ☐ Provincial highway ☐ Other (describe below) □ Unopened road Name of road/street: Teal Ave G. All Applications: Other Information 1. Does the application involve a local business? ☐ Yes ■ No If yes, how many people are employed on the subject lands? 2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.



#### H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, folded hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

- 1. Concept/Layout Plan
- 2. All measurements in metric
- 3. Existing and proposed easements and right of ways
- 4. Parking space totals required and proposed
- 5. All dimensions of the subject lands
- 6. Dimensions and setbacks of all buildings and structures
- 7. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
- 8. Names of adjacent streets
- 9. Natural features, watercourses and trees

In addition, the following additional plans, studies and reports, including but not limited to, <b>may</b> also be required as part of the complete application submission:
☐ On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
☐ Environmental Impact Study
☐ Geotechnical Study / Hydrogeological Review
☐ Minimum Distance Separation Schedule
☐ Record of Site Condition
Your development approval might also be dependent on Ministry of Environment

Your development approval might also be dependent on Ministry of Environment Conservation and Parks, Ministry of Transportation or other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.



#### I. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required it is their solicitor's responsibility on behalf of the owner for the registration of all transfer(s) of land to the County, and/or transfer(s) of easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

#### **Permission to Enter Subject Lands**

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

For the purposes of the Municipal Freedom of Information and Protection of Privacy Act

#### Freedom of Information

I authorize and consent to the use by or the	e disclosure to any person or public body any
information that is collected under the author	* *
13 for the purposes of processing this appli	
75 for the purposes a processing this appir	2/09/2024
Owner/Applicant/Agent Signature	Date
J. Owner's Authorization	
If the applicant/agent is not the registered o application, the owner must complete the a	
I/We Janet Salter and Micheal Philip Salter	
lands that is the subject of this application.	
I/We authorize George Sinden	to make this application on
my/our behalf and to provide any of my/our	• •
processing of this application. Moreover, th	·
authorization for so doing.	
Q-S	2/09/2024
Owner	Date
f.A.	02/09/2024

\*Note: If property is owned by an Ontario Ltd. Corporation, Articles of Incorporation are required to be attached to the application.



Owner

Date

# K. DeclarationJanet Salter

of London, Ontario, Canada

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

The city of London

Owner/Applicant/Agent Signature

In the Province of Ontario

This 9<sup>th</sup> day of Febuary

A.D., 2024

A Commissioner, etc.

Rebecca Grima

226-268-3647

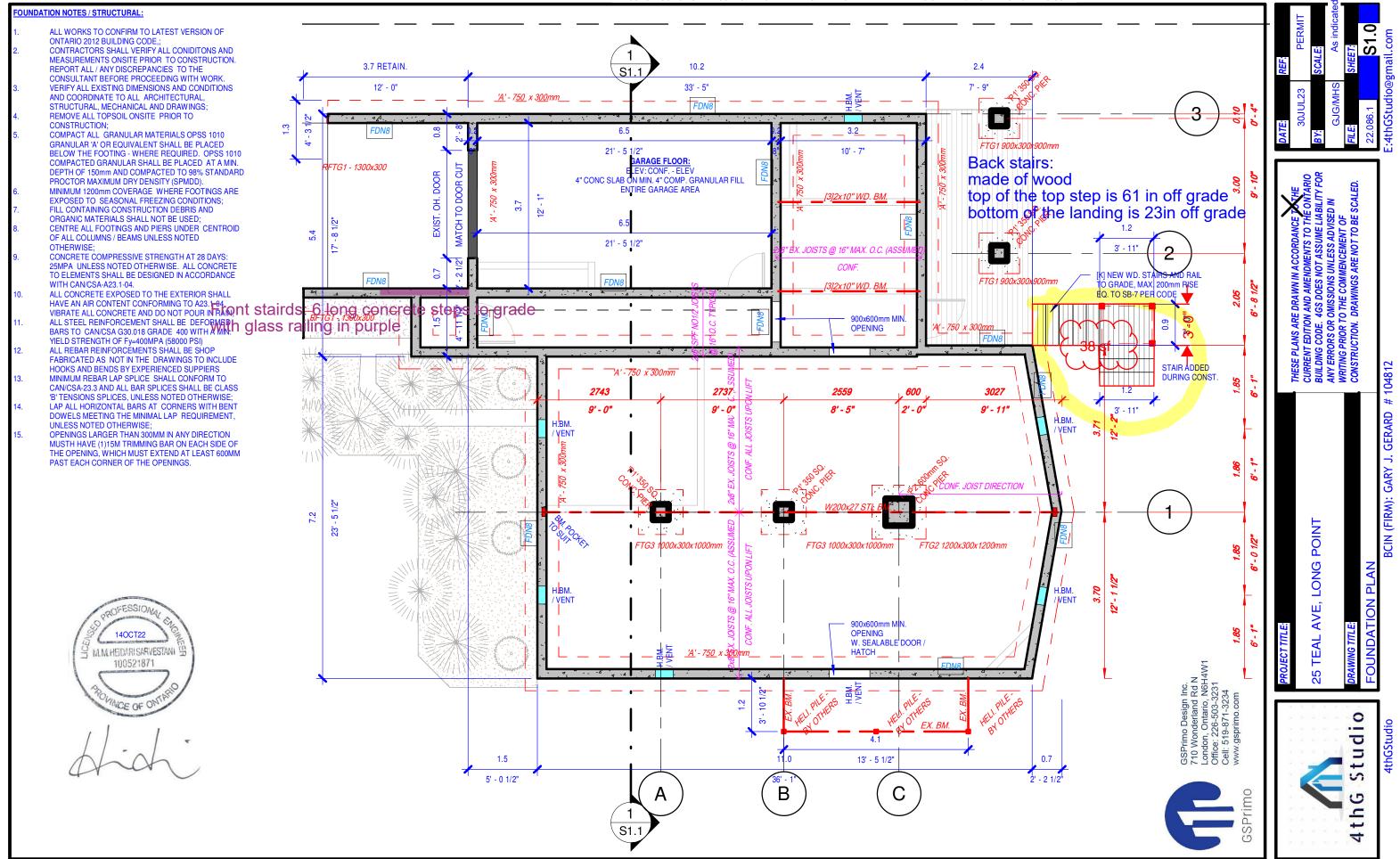
#### C. Purpose of Development Application

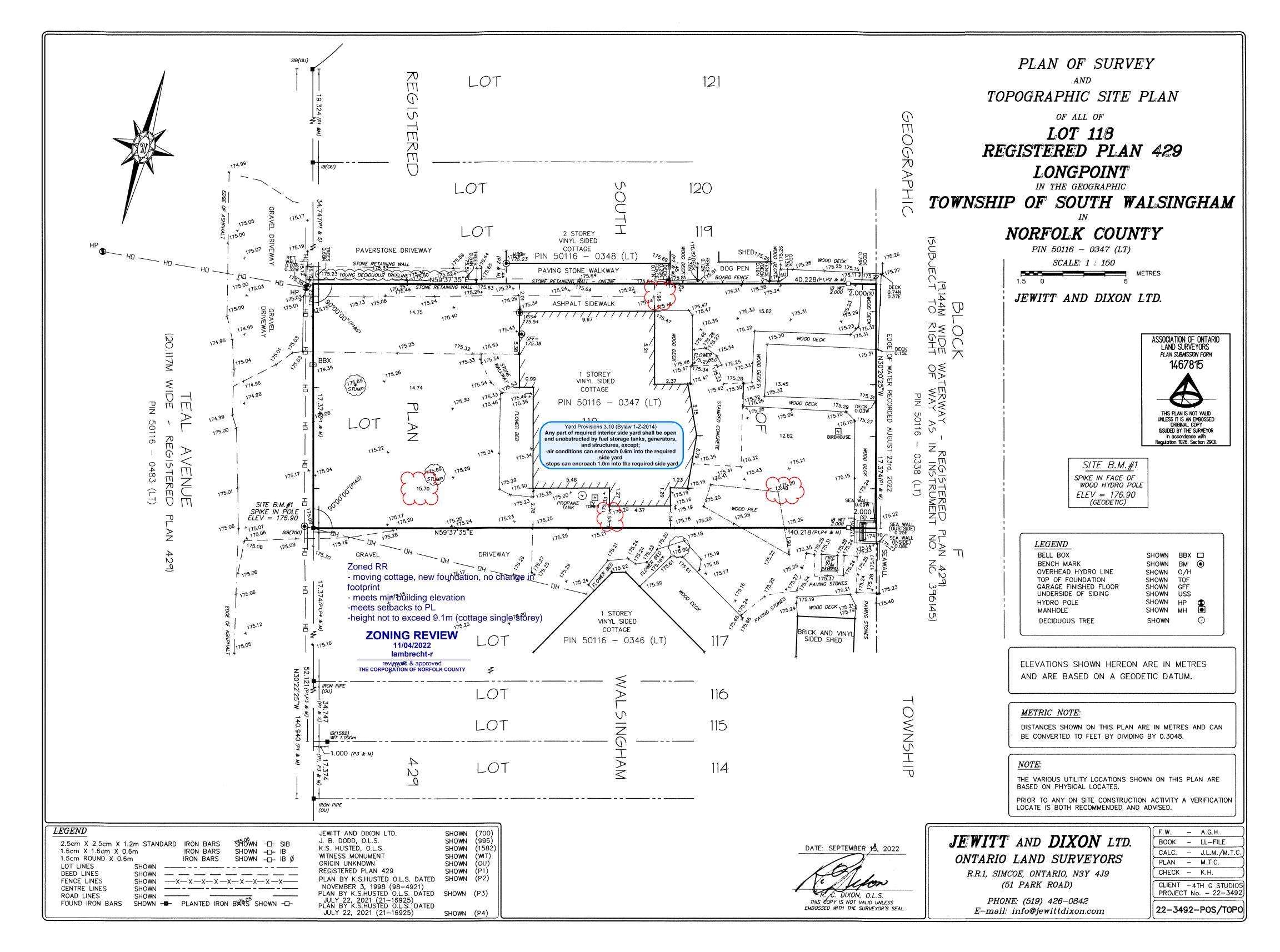
Note: Please complete all that apply. Failure to complete this section will result in an incomplete application.

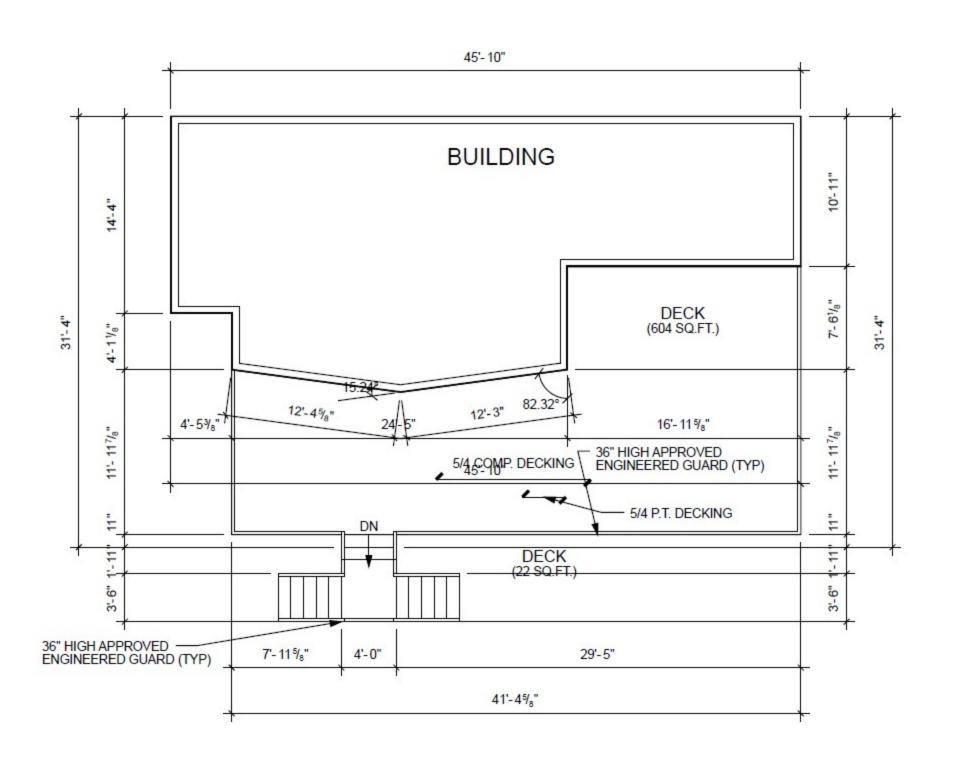
1. Site Information (Please refer to Zoning By-law to confirm permitted dimensions)

	Existing	Permitted	Provision	Proposed	Deficiency
Lot frontage				NO CHANGE	
Lot depth	46.23m			NO CHANGE	
Lot width	17.37m	0		NO CHANGE	
Lot area				NO CHANGE	
Lot coverage	22.1%	15%		29.7%	7.6% CHADO 14.1% TOTAL
Front yard	15.7 m	6 m		NOLHANGE	
Rear yard	13:48 m	9m		9.79m	NONE
Height	5.2 in	9.1m		NOCHANGE	
Left Interior side yard	1 ale m	1.2m		No CHANGE	
Right Interior side yard	1.96 m	1.2m		No CHAME	
Exterior side yard (corner lot)	NA				
Parking Spaces (number)				NG CHANGE	
Aisle width	NIT				
Stall size	NA				
Loading Spaces	μА				
Other					









GENERAL NOTE: These drawings are not to be scaled. All dimensions must be verified by contractor prior to commencement of any work. Any discrepancies must be reported directly to the designer.



Port Rowan Home Building Centre (519) 586 7338





IBD remains in possession of the original drawing as purchased. It is a criminal offence to electronically alter our pertinent design information in any way. If you are the municipality issuing the permit and require an unlocked PDF for review purposes please contact brian@ibdweb.ca.

Keith Card - 25 Teal Ave

25 Teal Ave Port Rowan, Ontario

Issue Date: Jan. 15, 2024

Scale: 1/8" = 1'-0"

MAIN FLOOR PLAN

File No: DKP-23-39511 Drawing No: A-4

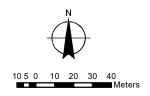
# **CONTEXT MAP**

Geographic Township of SOUTH WALSINGHAM



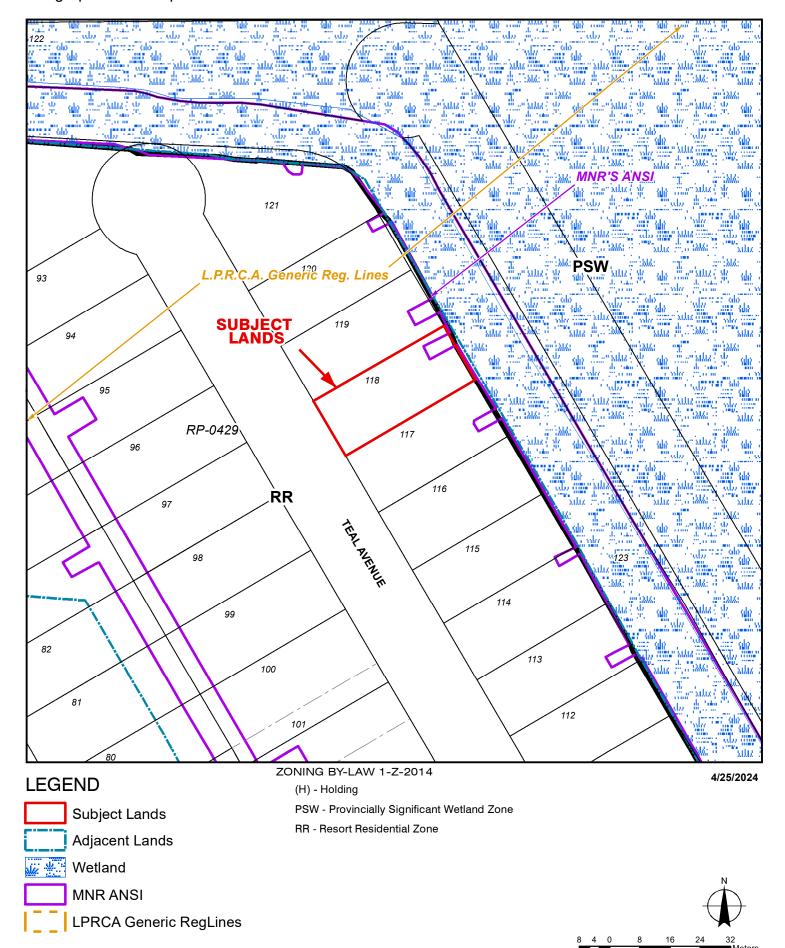
Legend





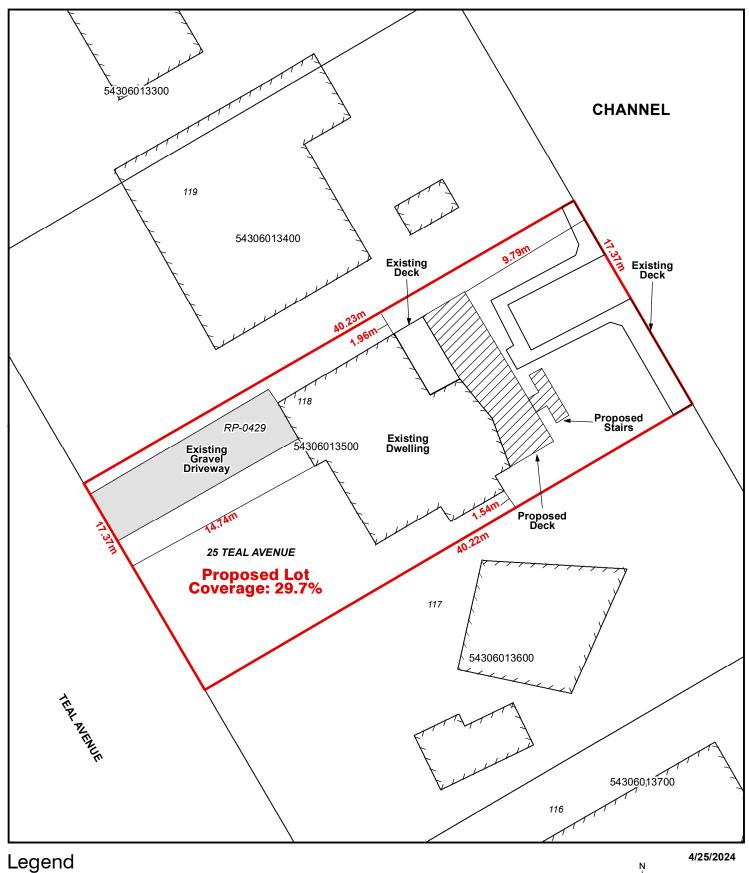
#### **ZONING BY-LAW MAP**

Geographic Township of SOUTH WALSINGHAM

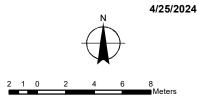


# **CONCEPTUAL PLAN**

Geographic Township of SOUTH WALSINGHAM







# **CONCEPTUAL PLAN**

Geographic Township of SOUTH WALSINGHAM

